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INSTRUCTIONS OF THE EDUCATIONAL COUNCIL APPROVED  
BY THE MINISTER OF EDUCATION AND THE COMMITTEE  
OF THE SENATE OF THE UNIVERSITY OF TORONTO.

DUTIES OF EXAMINERS.

1. Each Examiner shall be required to discharge all duties pertaining to his office, and no duty which an Examiner is appointed to perform shall be delegated to another Examiner without the approval of the Educational Council. He shall designate all examination papers according to the Course of Study for which they are prescribed.

2. The Examiners in the case of the combined examinations of the Education Department and the University shall be present at the beginning of the reading of the answer papers. Each Examiner shall discuss with the Associate Examiners in his section the character of the answers intended by the questions, and especially the value of incomplete or imperfect answers, so as to insure, as far as possible, uniform marking. In cases of differences of opinion on any point the decision of the Examiners shall be final,

3. In the case of the combined examination aforesaid the Examiners shall make such reports as will enable the Council to settle the results of the examinations in accordance with the regulations of the Education Department and of the Senate of the University respectively.

4. The Examiners, or such of their number as may be appointed for that purpose by the Council, shall settle all doubtful and special cases, and upon recommending that a candidate in such cases be allowed his standing, shall so certify in the book of marks. They shall read appeals, determining and entering the results in the manner herein prescribed.

5. The Examiners shall report to the Council the pseudonyms of all Associate Examiners whose work appears to have been performed with marked carelessness or incapacity, or who have shown any substantial disregard of the Instructions of the Council.

DUTIES OF THE REGISTRAR.

6. The Registrar of the Council shall preside at all meetings of the Boards of Examiners. All cases of dispute at meetings of the Boards shall be settled by a majority of the Examiners.

7. During the reading of the answer papers the Registrar shall see that the instructions to Associate Examiners hereinafter mentioned are observed. He shall assign a pseudonym to each Associate Examiner and shall have power, in case of necessity, to transfer Associate Examiners from one section to another.

8. He shall exercise a general supervision over sorting, numbering and otherwise preparing the envelopes containing the answers, so that the answers shall be conveniently read by the Examiners and Associate Examiners; and, after the reading, he shall superintend the entering of the marks in the books by the clerks of the Department and the preparation of the books so that they may clearly indicate the subjects in which candidates have passed or failed.

9. He shall be present at the meeting of the Boards or of any committee thereof called for the purpose of determining results, and shall furnish all necessary information.

10. He shall take the necessary steps in order that appeals may be read as speedily as possible in accordance with the Instructions of the Council.

#### DUTIES OF ASSOCIATE EXAMINERS.

11. The Associate Examiners shall be classified into sections according to the subjects of examination, and a Chairman shall be appointed in each section by the Council. The Chairman shall have a general oversight of the work done in his section, and shall see that the regulations are carried out and that the marking is uniform. In the case of an emergency, as in the absence of a Chairman of a section, the Registrar shall appoint a Chairman *pro tempore*.

12. When, in the course of reading the answers, a section finds that the values assigned to the questions are unsatisfactory or that the Examiner has not followed the course of study prescribed by the Education Department or by the curriculum of the University of Toronto, it shall report through its Chairman to the Registrar, who shall, in turn report to the Examiners of the department concerned, and shall obtain their decision on the point at issue.

13. No Associate Examiner shall have in hand more than ten papers at one time, nor shall he have more than one envelope open upon his table at one time, except in cases of suspected copying, in which case he shall return each sheet to its proper envelope. The papers shall be returned in the numerical order in which they are received. In cases of suspected copying, the Associate Examiner shall note on the face of the envelope "copying" see No. . . . . , question. . . . .

14. In the case of the papers in English Grammar, Literature and Composition, one mark shall be deducted for each mis-spelt word and one mark for each instance of bad English. At all the examinations in Arithmetic, either arithmetical or algebraical solutions shall be accepted.

15. In reading the answer papers each Associate Examiner shall mark distinctly in the left hand margin, the value assigned by him to each answer or partial answer, shall sum the total on each page at the



foot of the margin and enter this total at the top of the next page; he shall place the result on the face of the envelope, indicating in the case of the papers in English Grammar, Literature and Composition the deductions for mis-spelt words and incorrect English thereon, thus, e. g. Grammar, 80—2 sp.; —4 f. s. = 74. He shall also sign his pseudonym on the envelope of each paper examined.

16. Associate Examiners shall be in their respective places so that the reading may commence promptly at the time specified, viz., 9 a.m. and 2 p.m., and no Associate Examiner shall stop work before the hours of closing, viz., 12 noon and 5 p.m., without reporting to the Chairman of the section.

17. Associate Examiners shall refrain from all unnecessary conversation or other causes of disturbance and shall devote themselves strictly to the work of the examination: they shall not at any time enter the rooms of other sections unless when it is necessary to do so in entering or leaving their own rooms: they shall keep a record of the papers read each day and shall report the result of their work to the Chairman of their respective sections.

18. The work is confidential throughout. Should the identity of an examination centre or of any particular candidate be discovered by an Associate Examiner he shall report the fact without delay to the Registrar of the Council, or, in his absence to the Clerk of Committees who shall change the Associate Examiner, or make such other arrangement as he may deem expedient.

19. The instructions herein contained so far as they relate to the combined examinations of the Education Department and matriculation into the University shall be subject to amendment from time to time with the approval of the Education Department and the Senate of the University.

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